



Contact Us	<p>School Office Personnel: Anne Browne, Anna Payne and Penelope Tait St George's CE Primary School, Tylney Road, Bromley, Kent BR1 2RL, Tel: 020 8460 4266 email: admin@st-georgesbickley.bromley.sch.uk website: www.stgeorgescebromley.school</p>
Absence / Late / Early Collection at the end of the day	<p><u>Every day and every lesson counts</u> <i>Daily absence:</i> Should your child be absent from school at any time, please call the school office on 020 8460 4266 and leave a message on the absence line by 9.00am on every day of absence. Please send in written confirmation of absence upon your child's return to school. A Doctor's note will be required for absence of five days or more. Cases of infectious diseases must be immediately reported to the school office. See also Medical Appointments overleaf. <u>Taking time off school for holidays is very strongly discouraged and will be regarded as unauthorised absence.</u> The attendance rates at St George's are consistently high. As a result of this the school do not approve requests for holidays in term time except in the most exceptional circumstances; <i>exceptional</i> does not include reasons such as the cost of the holiday or extended breaks around Christmas or Easter to visit relatives on the other side of the world. If there are truly exceptional circumstances, parents will need to complete our Absence in Extenuating Circumstance form outlining why an exception should be made and this must be actioned prior to any absence. We all need/enjoy holidays, however we must work together to ensure that these do not impact our children's learning or the work of the school. We truly believe that <i>Every Child Matters</i> and to enable them to receive the best possible education <i>Every Day and Every Lesson Counts</i>. If deemed necessary the Headteacher/Assistant Headteacher will arrange an appropriate meeting to discuss the proposed absence. In the case of an unauthorised holiday for five consecutive days or more, the Education Welfare Service (EWO) will be notified and a Penalty Notice will be issued. The school encourages punctuality at all times. Continual absence and lateness can have a detrimental impact on your child's learning and achievement. Register checks are held frequently for absences, early collection and lateness by the EWO who will contact parents independently to discuss.</p>
Arrival & Departure	<p>Arrival: School gates open at 8.30am via two entrances in Tylney Road or Pembroke Road. Teachers will be in class from 8.45 and doors will open. Children are to enter class via the school playground and hang their coats and bag on their allocated peg. A senior member of staff is always available in the playground/entrance. Departure: The school day ends at 3.15pm for Reception classes. All other classes end at 3.25pm. The school gates will open from 3.05pm. Children can be collected from outside their classroom door on the playground; this area can get congested, so please be mindful where you stand to allow both the teacher and children to have a clear view of waiting parents for safeguarding purposes. Children will not be released unless the teacher has identified the appropriate adult collecting the child. Should you nominate a different person to collect your child, please contact the office, or liaise directly with the class teacher.</p>
Car parking	<p>Please park safely on the roads surrounding the school. Please avoid parking on the zig-zag lines and in the school car parks at all times. Restricted parking operates from noon to 2pm.</p>
Communications	<p>St George's use various channels to communicate to our parents. We encourage all parents to have an email account, should you need help in setting this up, please come and talk to the school office who will be able to assist. The school uses School Gateway to communicate via email and text as well as our payment scheme (see 'money' overleaf) and our Parent Evening booking system. Please ensure you add the school email to your 'Contacts' to avoid messages going into spam folders. In addition, we have a school website and Twitter account – see below.</p>
Dragon Breakfast & Tea Clubs	<p>These are member clubs only where we provide wrap-around care. Should you be interested in the Clubs and cost, please contact the school office. The Breakfast Club operates from 7.45am. The Tea Club operates between 3.15 and 6.00pm. Entrance is via the Pembroke Road gates for both Clubs when dropping off or collecting. Their contact telephone number (operational hours only) is 07895 951472.</p>
Forest School	<p>All children attend Forest School throughout the year and your class teacher will communicate when these will be held. Reception children will require wellington boots for the outdoor area. All other classes will need old trainers, old tracksuit bottoms, an old t shirt and jumper, hat, gloves, scarf, a waterproof coat and waterproof trousers.</p>
Healthy Eating & Lunch	<p>St George's encourages healthy eating at lunchtimes. Break times: During the morning break, infant children, namely, Reception, Year 1 and 2 are provided with fruit by a Government funded scheme. Junior children may bring in their own fruit as a break time snack (no other snacks allowed). School lunch: All infant children, Reception, Year 1 and Year 2 receive Universal Infant Free School Meals (UIFSM). At daily registration, the class teacher will ask pupils whether they are having a school meal or a packed lunch. School lunches taken by Junior children (Years, 3,4,5,6) should be</p>



	<p>paid in advance via www.schoolgateway.com using a credit or debit card.</p> <p>Packed lunch: Drinks can include a carton or container (no fizzy drinks or glass please). Any food not eaten in your child's packed lunch, will remain in their lunch-box for you to see. Children must not be given sweets or chocolate bars. Advice on healthy eating can be obtained from our Family Worker. NB. Please do NOT put any food items containing NUTS into lunch boxes, including peanut butter and nut bars. We have children at the school who suffer from severe NUT allergies.</p> <p>Free school meals: Please see letter <i>Claim for Free School Meals</i> for entitlement details. Applications can be made directly to The Benefits team at the London Borough of Bromley Civic Centre School.admissions@bromley.gov.uk Tel: 0300 303 8664. Children who are entitled to Free School Meals will get a free uniform package.</p>
Houses	Each child will be allocated one of our four Houses at St George's; Nightingale (blue), Pembroke (green), Rochester (red), Widmore (yellow). Siblings will be in the same House.
Late arrival	Registration closes at 9.05am. Should your child be late, please bring them to the main entrance and an adult should sign your child in on our Inentry system; this is required for safeguarding purposes and will record a reason for lateness and school meal requirement for that day.
Medical Appointments	All medical appointments should be outside of school hours whenever possible. However, we do understand, that this is not always possible. Please could you let the office know, in the first instance, of any appointments where you need to take your child out of school as well as provide a copy letter/card of the appointment. Please note that any pupil leaving school during the day must be accompanied by a responsible adult.
Medical / Medicine/Allergies & Dietary	Should your child have any medical condition, dietary requirement, allergy or prescribed/non-prescribed medicine requirements, please liaise directly with the school office; you will need you to complete a Health Care Plan and/or supporting forms for parents'/guardians' authorisation. It is the responsibility of the parent/guardian to ensure all of these records are up to date and to ensure the school has the correct medical information and medicine at all times.
Milk	Under 5's are able to register with www.coolmilk.com where they are entitled to free milk. Children who are 5 and over can also have milk, however, you will need to register and pay on-line with www.coolmilk.com .
Money	St George's operate a cashless payment system. School Gateway at www.schoolgateway.com is a channel the school uses for communication and payments. School lunch money and all other monies (PGL payments, events, school trip donations etc) can be settled by uploading your credit/debit card to your school account. It is a very effective system; should you need further advice in setting up, please liaise directly with the school office.
Personal Details	Should you move house, change telephone number, change your emergency contacts etc during your child's time with us, please complete a change of personal details form available from the school office. It is the parent/guardian's responsibility to ensure our records are kept up to date.
PTA – The Friends	The Friends are a group of parents who volunteer to help and support the school through fundraising initiatives. All parents/guardians can be a member of the Friends. Contact: thefriendsofstgeorges@gmail.com . All communications, including uniform orders etc can be left in the Friends' box (found in the pupil entrance on facing wall).
School Closure	On a few, very rare occasions, we have had to close the school eg. adverse weather conditions. We will always use our various communication channels to inform you; please always look at either the school website, Twitter or email.
Social media	Twitter: @StGeorgesSchBic Facebook: St Georges School, Bickley
Talking to your teacher	Staff are always happy to discuss the wellbeing of your child. We hold parent consultation meetings with you and your child during the Autumn, Spring and Summer terms. You will also receive a pupil school report each term. Should you need to liaise with your teacher about any other queries or concerns, we do encourage you to book an after-school appointment with your teacher. Alternatively, please liaise directly with the school office who will arrange this for you. We try to avoid early morning appointments as teachers will be lesson planning and preparing their classroom for the day's activities. However, we will be as flexible as possible for teacher access.
Uniform	The Friends of St George's run our Uniform shop – this operates at 9am on a Monday morning. If you are unable to attend, please feel free to leave a Uniform form, together with your cash payment in the Friends Box and items will be delivered to your child's class.
Water Bottle	Children are encouraged to bring in a named refillable water bottle (no glass containers) and to keep this topped up throughout the day – water fountains are available throughout the school.
Website	We have a very comprehensive school website : www.stgeorgescebromley.school
Weather	Please always be aware of the weather, in particular, during the summer months. Children should always come to school with appropriate sun-screen administered and an appropriate hat, and a refillable water bottle. During the winter months, please ensure your child wears a coat, hat and gloves as they will be outside during break times.



A flourishing fellowship:
learning together with
God by our side

Welcome to St George's Bickley CE Primary School
DAILY ROUTINES AND SCHOOL INFORMATION